

Humboldt Green Business Certification Program

Checklist for Office and Retail

Date _____

Business Name _____

Name of person completing checklist _____

Please use pencil.

You may circle item numbers that you would like to revisit, have questions on, or plan to implement.

Please use the space at the bottom of each page to make notes, add additional information, or ask questions.

PLEASE DO NOT COMPLETE THIS SECTION. FOR PROGRAM USE ONLY.

In order to be a certified Green Business, you must:

- Comply with all environmental regulations applicable to your business;
- Implement a variety of measures to save energy, water and other materials and reduce waste. This checklist walks you through this step!
- Allow site visits to verify that your business meets the above two steps;
- Pledge to continue these efforts to prevent pollution and conserve resources.

VERIFIED BY HGBCP:

Yes No

CHECKLIST REVIEWED BY:

CHECKLIST SUBMISSION DATE:

This checklist serves as a guide for businesses enrolled in the Humboldt Green Business Certification Program (HGBCP) for the process of Green Business Certification. Please complete at least the minimum measures in each section. The HGBCP reserves the right to require a business to complete more measures if deemed necessary. The final decision is at the discretion of the HGBCP.



NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

Recycling & Waste Reduction

Have an assessment done of your solid wastes (regular, non-hazardous garbage and recyclables), or use the following guidelines:

- Identify what materials/wastes are currently generated; approximately how much; and how they are being managed (i.e. garbage, recycle, etc.).
- Look for opportunities to reduce, reuse and recycle. Use this checklist as a guide.
- Review the assessment (and this checklist) annually to identify new ways to reduce waste.
- To get credit for any of the measures in this section, both the hotel and any service providers must be implementing the measures.

For example if you check A11 and you use a janitorial service, that service provider must reduce the number of can liners used.

A. Waste Reduction: Complete the required measures and at least 5 of the optional measures: **N/A** **YES**

- | | | |
|--|--------------------------|--------------------------|
| A1. REQUIRED: In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets. | <input type="checkbox"/> | <input type="checkbox"/> |
| A2. REQUIRED: Retailers – Eliminate the use of plastic bags (paper bags, preferably made with minimum 40 % post consumer waste; BPI certified compostable bags are acceptable). | <input type="checkbox"/> | <input type="checkbox"/> |
| A3. REQUIRED: Make two sided printing and copying standard practice in your business (set copier default to duplex printing or manually feed to duplex). If your facility still has an old printer without duplex capability, use only for single page documents and ensure multi-page documents are printed on duplex printer. | <input type="checkbox"/> | <input type="checkbox"/> |
| A4. Retailers – offer durable, reusable bags at checkout. | <input type="checkbox"/> | <input type="checkbox"/> |
| A5. Keep a stack of previously used paper near printers. Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays. | <input type="checkbox"/> | <input type="checkbox"/> |
| A6. Emphasize sending and receiving faxes directly from computers without printing. | <input type="checkbox"/> | <input type="checkbox"/> |
| A7. Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, white board, e-mail, etc.) to reduce printed copies. | <input type="checkbox"/> | <input type="checkbox"/> |
| A8. Design marketing materials that require no envelope – postcards or fold-and-mail materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| A9. Reduce number of garbage bin liners by reusing bags, having unlined bins, or reducing the amount of garbage bins (please note that recycling bins should not have liner bags.) | <input type="checkbox"/> | <input type="checkbox"/> |
| A10. Lease, rather than purchase computers and printers or upgrade desktop computers instead of purchasing new ones. | <input type="checkbox"/> | <input type="checkbox"/> |
| A11. Replace several similar products with one or two that do the same job. Give two examples. | <input type="checkbox"/> | <input type="checkbox"/> |
| A12. Choose vendors who take back products after their shelf life is over (e.g., fluorescent light bulbs) OR Work with vendors to minimize product packaging. Ask vendors to take back packaging and used or damaged products for reuse and recycling. Specify deliveries in reusable or returnable containers. | <input type="checkbox"/> | <input type="checkbox"/> |
| A13. Practice efficient copying by using the size reduction feature (e.g., print two pages of a book on one page). | <input type="checkbox"/> | <input type="checkbox"/> |
| A14. Retailers – offer an incentive to customers who bring their own shopping bags, coffee mugs, etc. and/or use a disincentive such as charging a fee for disposable containers and bags. | <input type="checkbox"/> | <input type="checkbox"/> |

B. Waste Diversion: Recycle/Reuse **N/A** **YES**
 Implement a recovery and recycling program. Make it easy for employees and customers to recycle by placing clearly marked collection bins in convenient locations. Each material category listed below is considered one measure. Complete the required measures and a minimum of 2 of the following recycle and reuse measures:

NOTES:

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B1. REQUIRED: Recycle or reuse all of the following fibers: cardboard (corrugated cardboard boxes); mixed paper (junk mail, scrap and colored paper); newspapers; office paper (white ledger, computer and copier paper).	<input type="checkbox"/>	<input type="checkbox"/>
B2. REQUIRED: Recycle food and beverage containers (all glass, plastic and aluminum containers).	<input type="checkbox"/>	<input type="checkbox"/>
B3. REQUIRED: Conduct ongoing education about recycling, waste reduction, and other environmental topics. Document dates and methods (e-mails, meetings, lunch presentations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
B4. Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal.	<input type="checkbox"/>	<input type="checkbox"/>
B5. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels.	<input type="checkbox"/>	<input type="checkbox"/>
B6. Require chemical suppliers take back empty pails and drums.	<input type="checkbox"/>	<input type="checkbox"/>
B7. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.	<input type="checkbox"/>	<input type="checkbox"/>
C. Recycled Materials: Purchasing products made from recycled materials conserves resources and is essential to support the recycling market. All of the following are required if applicable.	N/A	YES
C1. REQUIRED: Copy, computer or fax paper (50-100% post consumer waste).	<input type="checkbox"/>	<input type="checkbox"/>
C2. REQUIRED: Letterhead, envelopes and/or business cards (50-100% post consumer waste).	<input type="checkbox"/>	<input type="checkbox"/>
C3. REQUIRED: Marketing materials (50-100% post consumer waste).	<input type="checkbox"/>	<input type="checkbox"/>
C4. REQUIRED: Toilet paper, tissues and paper towels (50%-100% post consumer waste).	<input type="checkbox"/>	<input type="checkbox"/>
C5. REQUIRED: Large format or plotter paper (30-100% post consumer waste).	<input type="checkbox"/>	<input type="checkbox"/>
C6. REQUIRED: Corrugated or recyclable board (in place of foam core board).	<input type="checkbox"/>	<input type="checkbox"/>
C7. REQUIRED: Implement procurement guidelines for purchase of recycled content purchases.	<input type="checkbox"/>	<input type="checkbox"/>
C8. REQUIRED: Purchase folders or other paper products with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>
C9. REQUIRED: When Conducting Remodels: Use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.	<input type="checkbox"/>	<input type="checkbox"/>

Energy Conservation

Arrange for the Redwood Coast Energy Authority ((707) 269-1700 or www.redwoodenergy.org) to conduct a free audit of your facility's energy use to provide you with specific suggestions to conserve energy. Review it annually to identify additional opportunities to improve energy savings.

D. HVAC Maintenance: Perform regular maintenance on your HVAC (heating, ventilation, and air conditioning) and refrigeration system. Keep a log of all maintenance activities. All of the following are required if applicable.	N/A	YES
D1. REQUIRED: Complete regularly scheduled maintenance on your HVAC and refrigeration system at least twice a year.	<input type="checkbox"/>	<input type="checkbox"/>
D2. REQUIRED: Clean permanent filters with mild detergents every three months (change replaceable filters every 3 months).	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

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- D3.** REQUIRED: Check entire system each year for coolant and air leaks, duct sealing, clogs, and obstructions of air intake and vents.
- D4.** REQUIRED: Clean condenser coils of dust & lint.
- D5.** REQUIRED: Clean evaporator coils of excessive frost.
- D6.** REQUIRED: Inspect and repair economizers on AC systems.
- D7.** REQUIRED: Assign a person to monitor each energy bill for sudden rises in energy use.

EQUIPMENT/FACILITY CHANGES:

E. EQUIPMENT/FACILITY CHANGES: Making equipment and facility changes can lower your operating costs by improving energy efficiency. Complete the required energy measures AND at least 7 of the following equipment and facility changes, with at least 3 selected from the "General" measures category. **N/A** **YES**

General:

- E1.** REQUIRED: If purchasing new computers, buy EPEAT certified (www.EPEAT.net). If purchasing monitors, consider flat-screen LED monitors which consume approximately 1/3 less energy than larger ray tube monitors.
- E2.** REQUIRED: Install plastic strip curtains on walk-in refrigerator/freezer doors. Call the Redwood Coast Energy Authority for a free audit of your refrigeration equipment (707) 269-1700.
- E3.** REQUIRED: Maintain a written policy that sets hot water heaters to standard 125-130° F.
- E4.** REQUIRED: Invest in the Climate Smart Program through PG&E to support the generation of more "green power."
- E5.** REQUIRED: Install or use plug load controllers for office equipment that switches equipment off after working hours. The Redwood Coast Energy Authority can provide these for free. Call them at (707) 269-1700.
- E6.** Use electrical equipment with energy saving features (e.g., Energy Star®) and ensure that Energy Star® settings are enabled (manual set up often required).
- E7.** Use a solar water heater or pre-heater.
- E8.** Use hardware programs that save energy by automatically turning off idle monitors (after 15 minutes), computers (30 minutes) and printers (10 minutes). See www.energystar.gov/powermanagement for information and software options. Call the Redwood Coast Energy Authority for free occupancy sensor
- E9.** Use and maintain a written maintenance program for weather stripping (weatherizing and caulking) to seal windows and doors to close air gaps around doors and windows.
- E10.** Maintain a written policy that checks pilot lights for proper adjustment (e.g., gas kitchen, hot water).
- E11.** Purchase Energy Star® qualified refrigerators.
- E12.** Use sensors on vending machines and place machines in shaded areas.
- E13.** Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same. Use the standby mode on equipment (e.g. , energy saver buttons).
- E14.** Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.

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E15. Insulate all hot water pipes, hot water heaters and storage tanks.

Lighting

E16. REQUIRED: Replace non-dimming incandescent bulbs with compact fluorescents. Replace low wattage dimming or non-dimming incandescent bulbs with cold cathodes. Use halogen lamps only for low wattage spotlighting in retail environments. Call the Redwood Coast Energy Authority (707) 269-1700 for free lighting upgrades.

E17. REQUIRED: Improve Open and Exit sign energy efficiency. Use LED or LEC signs. Contact the Redwood Coast Energy Authority for FREE sign replacement at (707) 269-1700.

E18. REQUIRED: Replace magnetic ballasts with electronic ballasts. Install T-8 or T-5 lamps. Call the Redwood Coast Energy Authority for a free lighting assessment. (707) 269-1700.

E19. Disconnect unused ballasts in de-lamped fixtures. Replace burned out lamps to avoid ballast damage.

E20. Install optical reflectors or diffusers to increase lighting efficiency and then reduce the number of fixtures and lamps.

E21. Install lighting controls, such as:
• Occupancy sensors in spaces of variable occupancy, such as common area restrooms, private offices, linen closets, etc.
• Bypass/delay timers.
• Photocells for exterior lighting and/or areas with significant natural daylight.
• Time clocks for large banks of lights on circuit breaker that generally operate during off hours. Properly set and maintain.
Call the Redwood Coast Energy Authority for a free lighting assessment (707) 269-1700.

E22. Install dimmable ballasts to dim lights to take advantage of daylight. Use daylight dimmers that turn off automatically when there is sufficient light.

E23. Reduce the number of fixtures or lamps per fixture where appropriate.

E24. Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and maintain a written policy to do the same.

E25. Use task lighting instead of lighting the entire area.

E26. Use light switch reminders to remind staff to turn off lights when not in use.

HVAC

E27. Set thermostat to 78°F for cooling, 68°F for heating; use timing devices to turn system down after hours.

E28. Seal off unused areas. Block and insulate unneeded windows and other openings.

E29. Use small fans OR space heater during off hours instead of conditioning entire office.

E30. Use ceiling fans to promote air circulation.

E31. Replace single or package A/C unit with one that exceeds Title 24 building standards.

E32. Use energy-efficient double paned windows on at least 90% of windows.

E33. Replace an electric heating system with a natural gas system, unless building has onsite renewable electricity production. Conversion must have taken place in last 2 years.

E34. Install variable frequency drives (VFDs) on pumps and motors.

NOTES:

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- E35. Use Variable Air Volume (VAV) systems for central air conditioning.
- E36. Use occupancy sensors to adjust set points for the air conditioning and heating equipment, and to control other electrical devices and appliances.
- E37. Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
- E38. Use variable speed drives on motors where appropriate.

Refrigeration

- E39. Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.
- E40. Install plastic strip curtains and auto closers on walk-in refrigerator/freezer doors.
- E41. Install open-door buzzers or door closers on walk-in refrigerators.

EMPLOYEE PRACTICES

F. EMPLOYEE PRACTICES: Complete at least 5 of the following employee practice measures related to energy conservation. Implement all practices applicable to your business. **N/A** **YES**

HVAC

- F1. Set thermostat to 78° F or higher for cooling, 68° F or lower for heating, and use the thermostat's night setback.
- F2. Institute a written policy that ensures room-cooling units are turned off or the thermostat is adjusted when the weather allows and/or the room is unoccupied.
- F3. During off hours, use a small fan or space heater to modify temperatures for the areas in use (office, kitchen, etc.) instead of heating or cooling the entire facility.
- F4. Institute a written policy that ensures blinds and curtains are closed during the peak summer period (Only applicable for air-conditioned buildings).
- F5. Provide shade for HVAC condenser, especially for roof-top units exposed directly to the sun.
- F6. Seal off unused areas from air conditioning and/or heating. Block and insulate unneeded windows and other openings.
- F7. When repainting building exterior and replacing roofs, choose light colors to reflect more sunlight. Painting should have been performed within the last year (Only applicable for air-conditioned buildings).

Lighting

- F8. Institute a written policy that all lighting is turned off in non-occupied rooms. Use light switch reminders to remind customers and staff to turn off lights.
- F9. Disconnect unused ballasts in de-lamped fixtures. Replace burned out lamps quickly to avoid ballast damage.
- F10. Maintain a written policy to clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and replace aging fluorescent tubes.
- F11. Maintain a written policy to check and adjust lighting control devices such as time clocks and photocells.
- F12. Use task lighting with energy efficient bulbs instead of lighting the entire area.
- F13. During slower periods, group customers/employees so that lights and heating/cooling can be turned off in unoccupied areas. Facility must have central heating and cooling and the ability to isolate sections of the building.

NOTES:

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Refrigeration

- F14. Ensure that freezer defrost time clock is set properly to avoid peak energy use periods (2PM to 6PM).
- F15. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- F16. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking.

Industrial and Office Equipment

- F17. Plug equipment into a time switch to turn off after working hours.
- F18. Institute a formal policy to turn off equipment when possible.

Water Conservation

Review your water usage and conservation policies annually to identify additional ways to reduce your water use. Complete all required measures AND at least 2 of the water conservation measures listed.

G. Complete the following facility-wide measures.

- G1. **REQUIRED: Understand your water bill and review it monthly for indications of leaks, spikes or other problems.**
- G2. **REQUIRED: Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting test tablets). Train your staff to monitor and respond immediately to leaking equipment. Keep maintenance logs.**
- G3. **REQUIRED: Learn how to read your water meter. (It is recommended that the meter is read twice a day for early detection of water consumption spikes that may indicate leaks or other high use problems). Log monthly.**

H. Consider areas of greatest water use (facility or landscaping) in choosing new measures.

EQUIPMENT/FACILITY CHANGES:

General

- H1. **REQUIRED: Install low flow aerators with flow rates not to exceed 1.5 gpm for kitchen sink faucets and lavatory sinks .5 gpm for hand-washing sinks. Call the Redwood Coast Energy Authority for free faucets aerators.**
- H2. **REQUIRED: Install signs in restrooms and kitchens encouraging water conservation, without compromising proper hand washing procedures for food handlers and employees.**
- H3. **REQUIRED: Replace all pre-1994 toilets (>3.5 gpf) with high efficiency toilets (~1.28 gpf). Replace non-efficient urinals with new ultra low-flow (<0.5 gpm) or install waterless urinals. Call your City Office to find out about rebate programs offered.**
- H4. Install low flow, self-closing faucets, either infrared or spring-loaded.
- H5. Replace water-cooled air conditioning units with air-cooled models.
- H6. Install and monitor conductivity controller on cooling tower if it does not exist. Adjust to maintain TDS at levels recommended by manufacturers' specifications.
- H7. Reduce water pressure to no higher than 70psi by installing pressure-reducing valves with pressure gauges.

NOTES:

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- H8. Replace existing spray valves with efficient, high-velocity models.
- H9. Retrofit once-through water cooled refrigeration units, air conditioners, and ice-machines by using temperature controls and a re-circulating chilled water loop system
- H10. Adopt dry-mopping methods (followed by damp mopping) for inside floors.

Landscape

- H11. **REQUIRED: Repair all broken or defective sprinkler heads/nozzles, lines & valves.**
- H12. **REQUIRED: Adjust sprinklers for proper coverage. Optimize spacing and avoid runoff by making sure sprinklers are directing water to landscaped areas and not to parking lots, sidewalks or other paved areas.**
- H13. **REQUIRED: Mulch all non-turf landscaping areas for efficient water retention, preferably with recycled wood chips**
- H14. Clock irrigation usage on the water meter to monitor and prevent leaks and excessive use.
- H15. Modify your existing irrigation system to include drip irrigation (or soaker hoses where feasible).

Pollution Prevention

Assess your facility to identify all hazardous materials at the worksite and determine if those items get used regularly. Consider products like cleaning products, building materials, pesticides, fertilizers, toners, backup generators, etc. If you contract out for some of these services, your service provider needs to provide you with an inventory of the items to be included in your list. If the items are not being used and need to be collected, contact the Humboldt Hazardous Waste Facility for information (Call 707-441-2005).

- | | | |
|---|--------------------------|--------------------------|
| I. Hazardous materials Complete all of the following hazardous materials management practices: | N/A | YES |
| I1. REQUIRED: Evaluate each area of your business to identify actual and potential sources of pollution, and ways to prevent it. Assess your office to develop an inventory of hazardous materials (cleaning products, building maintenance, pesticides, fertilizers) in use regularly and identify ways to reduce their use. Check Material Safety Data Sheets (MSDS) and labels for each product in use and identify safer alternatives. | <input type="checkbox"/> | <input type="checkbox"/> |
| I2. REQUIRED: Reduce or eliminate the use of chemical pesticides by implementing an Integrated Pest Management (IPM) program. Use biological controls, traps and barriers, and less toxic pesticides such as soaps, oils and microbials. Change plantings (incorporate pest resistant plants into landscape), irrigation, cultivation and storage procedures to minimize pest attractants and harborage. | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Chemical use Reduce chemical use in 5 ways. Review the products you use and replace harmful products with safer alternatives. Establish a list of acceptable products. List specific product replacements below where indicated: | N/A | YES |
| J1. REQUIRED: Use low-toxic janitorial cleaning products such as window, toilet bowl, and carpet cleaners, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| J2. Use low-toxic paints and building maintenance chemicals. | <input type="checkbox"/> | <input type="checkbox"/> |
| J3. Eliminate aerosol packaging and use mist spray bottles when necessary.. | <input type="checkbox"/> | <input type="checkbox"/> |
| J4. Use natural or low emissions building materials, carpets or furniture. | <input type="checkbox"/> | <input type="checkbox"/> |
| J5. Use electric power tools rather than gas powered tools. | <input type="checkbox"/> | <input type="checkbox"/> |

NOTES:

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- J6. Apply water, fertilizer to your landscape only when needed rather than on an automatic schedule. Look for signs of wilt before watering established plants. Ensure that your landscaper implements this practice.
- J7. Do business with other "Green" vendors or service providers using environmentally preferable practices. Certified Green Businesses (printers, landscapers, etc.) are listed at <http://www.greenbiz.abag.ca.gov>.
- J8. Use or invest in renewable energy.
- J9. Replace standard fluorescent lights with low or no mercury fluorescent lights
- J10. Buy recycled oil for your vehicles and equipment.
- J11. Print promotional materials with soy or other low-VOC inks.
- J12. Use unbleached and/or chlorine-free paper products (copy paper, promotional paper, paper towels, coffee filters, etc.).
- J13. Use recycled or remanufactured laser and copier toner cartridges.

K. Recycle/reuse all of the following wastes. For online disposal guides, see <http://www.hwma.net>.

- K1. REQUIRED: Grease, oil and solvents.**
- K2. REQUIRED: Excess paint (give to hazardous waste collection program, donate to anti-graffiti program, or return to manufacturer).**
- K3. REQUIRED: Properly recycle spent fluorescent tubes, electronic equipment (such as computers, cell phones, and pagers), and batteries.**
- K4. REQUIRED: Send used toner cartridges back to the manufacturer for recycling or refilling.**

Note: Universal Waste Law requires all businesses to recycle spent fluorescent tubes, electronic equipment, batteries, aerosol cans and others (unless safely disposing them as hazardous waste). For a complete listing of Universal Wastes and recyclers, call the Humboldt Waste Management Authority at 707-268-8680

L. Prevent pollution of stormwater runoff and wastewater entering the sewer system by implementing all of the required measures indicated below AND 2 additional measures:

General:

- L1. REQUIRED: Locate all hazardous materials and waste storage away from drains. Install secondary containment or berms around liquid storage and transfer areas to capture spills.**
- L2. REQUIRED: Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company or employee vehicles.**
- L3. REQUIRED: Keep garbage or recycling/compost containers covered when not in use.**
- L4. REQUIRED: Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints and cleaners. Repair any deficient items found.**
- L5. REQUIRED: Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.**
- L6. REQUIRED: Clean spills in a way that minimizes water use (sweeping, damp mopping, hydrophobic spill clean up methods rather than hosing) and routes water to sanitary rather than storm drains.**
- L7. Post signs at trouble spots (e.g. loading docks, dumpster areas, outside hoses) describing proper storage, spill clean up and maintenance practices.
- L8. Label all storm drains "Protect our Bay and Ocean – No Dumping".
- L9. Use landscaping to minimize erosion problems, especially during construction or remodeling.

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L10. Install shut-off valves at storm drains on property or keep temporary storm drain plugs available at loading docks or outdoor process areas for quick spill response.	<input type="checkbox"/>	<input type="checkbox"/>
L11. Have an outdoor ashtray or cigarette “butt” can if there is regular smoking by employees, customers, or visitors.	<input type="checkbox"/>	<input type="checkbox"/>
M. Air Pollution: Complete the following required measures and at least 2 of the optional measures to help reduce air emissions:	N/A	YES
M1. REQUIRED: Keep company vehicles well maintained to prevent leaks and minimize emissions and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>
M2. REQUIRED: Sign up for Commuter Benefits, which provides savings for commuting employees who use transit. See http://www.hta.org/commuter_benefits.html . Help Encourage commuter alternatives by informing employees and guest about various transportation options. Post bicycle route maps, transit schedules, commuter ride sign-ups, etc. available to in a visible area for employees. See http://www.hta.org/ and http://www.humbike.org/ . Offer secure areas for bicycle storage for employees.	<input type="checkbox"/>	<input type="checkbox"/>
M3. Offer lockers and showers for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club.	<input type="checkbox"/>	<input type="checkbox"/>
M4. Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
M5. Offer electric vehicle recharge ports for visitors and employees using electric vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
M6. Convert company vehicles to low-emission cars, using natural gas, electricity or alternative fuels	<input type="checkbox"/>	<input type="checkbox"/>
M7. Link trips to accomplish all errands for your business in one outing.	<input type="checkbox"/>	<input type="checkbox"/>
M8. Purchase carbon dioxide offsets for your company vehicle(s).	<input type="checkbox"/>	<input type="checkbox"/>

Education

The following general measures are required for all businesses:

Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into:

- Performance appraisals, job descriptions, training programs, employee orientations.
- Staff meeting discussions.
- Employee reference material.
- Company newsletter or bulletins.
- Company suggestion and reward programs.

Inform your customers about your business’ environmental efforts and what you are doing to meet the program green business standards. For example:

- Post the Green Business logo, certification and pledge in a visible location.
- Post steps you are taking to be a Green Business.
- Offer tours that highlight your Green Business successes.
- Offer customers “green” service or amenities options.

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- Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.

Introduce another business (in any business sector) to the Green Business Program, encourage them to participate, and provide their contact information to the HGBP staff.

Humboldt Green Business Certification recognition is valid for three years. A Green Business must submit verification of continuing “green” practices for the consecutive 2nd and 3rd years. After 3 years, the business must be re-recognized by HGBCP.

I hereby acknowledge that

1. Our Business Is In Compliance With All Federal, State And City Permits And Laws.
2. All The Measures Check Marked On This Checklist Are Already Being Implemented By Our Business.
3. All The Information Contained Herein And Information Attached To This Application Is True And Correct.

Sign:

Date:

Being Green Rewards...

Thank you for being “green” and protecting our environment!

Your business is only eligible to be recognized as a Humboldt Green Business if you are enrolled in the Humboldt Green Business Certification Program (HGBCP) administered through the North Coast Small Business Development Center. Please be aware if you are receiving this checklist from a source other than HGBCP and you would like to be recognized by the program, your business must enroll directly.

The HGBCP logo may only be used by recognized businesses.

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